C

Office use only

41950404

Business activity statement

Sample only

Document ID

ABN

Form due on

Payment due on

GST accounting method

Contact phone number

Contact person who completed the form

When completing this form, please
- use a BLACK pen only (to help with processing)
- leave boxes blank if not applicable (do not use N/A, NIL)
- show whole dollars only (do not show cents)
- do not use symbols such as +, –, /, $

Goods and services tax (GST)

Complete Option 1 OR 2 OR 3 (indicate one choice with an X)

☐ **Option 1: Calculate GST and report quarterly**

Total sales	G1	$ .00
Does the amount shown at G1 include GST? (indicate with **X**)		☐ Yes ☐ No
Export sales	G2	$ .00
Other GST-free sales	G3	$ .00
Capital purchases	G10	$ .00
Non-capital purchases	G11	$ .00

Report GST on sales at 1A and GST on purchases at 1B in the Summary section over the page and then complete the other sections

OR

☐ **Option 2: Calculate GST quarterly and report annually**

Total sales	G1	$ .00
Does the amount shown at G1 include GST? (indicate with X)		☐ Yes ☐ No

Report GST on sales at 1A and GST on purchases at 1B in the Summary section over the page and then complete the other sections

OR

☐ **Option 3: Pay GST instalment amount quarterly**

G21 $

Write this amount at 1A in the Summary section over the page (leave 1B blank)

OR if varying this amount, complete G22, G23, G24

Estimated net GST for the year	G22	$ .00
Varied amount for the quarter	G23	$ .00

Write the G23 amount at 1A in the Summary section over the page and then complete the other sections (leave 1B blank)

Reason code for variation G24

PAYG tax withheld

Total salary, wages and other payments	W1	$ .00
Amount withheld from payments shown at W1	W2	$ .00
Amount withheld where no ABN is quoted	W4	$ .00
Other amounts withheld (excluding any amount shown at W2 or W4)	W3	$ .00
Total amounts withheld (W2 + W4 + W3)	W5	$ .00

Write the W5 amount at 4 in the Summary section over the page and then complete the other sections

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How to pay

BPAY: contact your bank, credit union or building society to make this payment from your cheque or savings account. Quote biller code **75556** and your EFT code (shown on the other side of this payment slip) as the customer reference number.

Direct credit: transfer funds directly to the Tax Office using computer based banking software.

Direct debit: have your payment deducted from your nominated bank account (excluding credit cards).

Mail payments: mail this payment slip together with your cheque / money order using the envelope provided. Please do not use pins or staples. Do NOT send cash.

Post Office: payments can be made at any Post Office by cash, cheque or EFTPOS (subject to daily limits). A $3,000 cash limit applies. Your payment slip must be presented with your payment.

- Cheques/money orders should be made payable to the 'Deputy Commissioner of Taxation' and crossed 'Not Negotiable'.
- All cheques must be tendered in Australian currency.

Payments cannot be made by credit card or in person at any Tax Office branch or shopfront.

PAYG income tax instalment

Only complete Option 1 OR 2 (indicate one choice with **X**)

☐ **Option 1: Pay a PAYG instalment amount quarterly**

T7 $

Write the T7 amount at 5A in the Summary section
OR if varying this amount, complete T8, T9, T4

Estimated tax for the year **T8** $ .00

Varied amount for the quarter **T9** $ .00

Write the T9 amount at 5A in the Summary section

Reason code for variation **T4**

OR

☐ **Option 2: Calculate PAYG instalment using income times rate**

PAYG instalment income **T1** $ .00

T2 %

OR
New varied rate **T3** %

T1 x T2 (or x T3) **T11** $ .00

Write the T11 amount at 5A in the Summary section

Reason code for variation **T4**

Fringe benefits tax (FBT) instalment

F1 $

Write the F1 amount at 6A in the Summary section
OR if varying this amount, complete F2, F3, F4

Estimated FBT for the year **F2** $ .00

Varied amount for the quarter **F3** $ .00

Write the F3 amount at 6A in the Summary section

Reason code for variation **F4**

Summary

If you are using GST Option 3 leave 1B, 1C, 1D, 1E, 1F blank

Amounts you owe the Tax Office

GST on sales or GST instalment	1A	$ .00
Wine equalisation tax	1C	$ .00
Luxury car tax	1E	$ .00
PAYG tax withheld	4	$ .00
PAYG income tax instalment	5A	$ .00
FBT instalment	6A	$ .00
Deferred company/fund instalment	7	$ .00
1A +1C + 1E + 4 + 5A + 6A + 7	8A	$ .00

Amounts the Tax Office owes you

GST on purchases	1B	$ .00
Wine equalisation tax refundable	1D	$ .00
Luxury car tax refundable	1F	$ .00
Credit from PAYG income tax instalment variation	5B	$ .00
Credit from FBT instalment variation	6B	$ .00
1B + 1D +1F + 5B + 6B	8B	$ .00

Payment or refund?

Is 8A more than 8B? (indicate with **X**)

☐ Yes, then write the result of **8A minus 8B** at 9. **This amount is payable to the Tax Office.**

☐ No, then write the result of **8B minus 8A** at 9. **This amount is refundable to you** (or offset against any other tax debt you have).

Your payment or refund amount

9 $ .00

Do not use symbols such as +, –, /, $

Declaration I declare that the information given on this form is true and correct, and that I am authorised to make this declaration. The tax invoice requirements have been met.

Signature Date / /

Please return this completed form to

HRS MINS

Please estimate the time taken to complete this form. Include the time taken to collect any information.

Activity statement instructions are available from **www.ato.gov.au** or can be ordered by phoning **13 28 66**. The Tax Office is authorised by the tax laws to collect this information to administer those laws and may pass information to other government agencies. More information about privacy and access to your tax information is available from **www.ato.gov.au**

Australian Government
Australian Taxation Office

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